



| St. Croix Tribal Court Employee Job Description |             |            |                   |
|-------------------------------------------------|-------------|------------|-------------------|
| Position Title: Staff Attorney                  |             |            |                   |
| Position ID #                                   |             |            |                   |
| Facility: St. Croix Tribal Court                |             |            |                   |
| Job Family:                                     | Comp Grade: | Negotiable | Status: Full-Time |

**Position Summary:**

The Staff Attorney of St. Croix Tribal Court will assist the Tribal Court with the legal research and drafting of opinions and will collaborate with the Office of the General Counsel on projects involving legal research, code writing and revision, and will assist with the day to day operations of the Tribal Court, as needed. Position may be part-time or full-time depending on funding.

**Essential Functions:**

- Attend meetings with tribal staff and leadership, and occasionally with outside organizations, as requested.
- Conduct legal research and provide legal advice to Tribal Court Judge(s) and Tribal Court staff in regards to Tribal Court cases and Tribal Law.
- Develop and implements policy & procedures for the Tribal Court.
- Work collaboratively with the Legal Department to develop and draft tribal code and any supporting documents.
- Establish and maintain necessary professional relationships with Tribal Council, Legal Department, Tribal Court staff, and other Tribal Government Directors within the St. Croix Tribe.
- Must be able to interpret laws, rulings, and regulations for the Tribal Court Judges and Tribal Court staff and prepare written memoranda or draft opinions as directed.
- Ensure legal services are provided in a timely manner.
- Attend court proceedings and record any necessary information.
- Maintain current, accurate and complete records as required.
- Assist in applying for tribal court funding opportunities and implementation if awarded.

**Job Duties:**

- Research and interpret Federal, State, and Tribal laws.
- Compile references on laws and decisions necessary for legal determinations.

- Assist Tribal Court Judges with legal research, drafting of court orders and legal documents, and provide legal advice during all stages of legal proceedings.
- Work interdepartmentally with Tribal Government department directors, Tribal Police Department, and collaboratively with the Legal Department on applicable tribal-wide code development and Tribal Court Policy.
- Assume any other duties assigned in the absence of the Chief Judge or as assigned by supervisor.

**Note:** The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

**Supervisory Responsibilities:**

May supervise Tribal Court Staff, if Chief Judge is not available.

**Directly Reporting to:**

Chief Judge

**Matrix of INDIRECT Reporting**

St. Croix Tribal Council and Legal Department

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Scope and Complexity:**

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

**Physical Demands/Environment Factors:**

- Typical Office Environment.
- Requires extensive sitting with periodic standing and walking.
- Requires significant use of computer, phone, and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Needs ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- Travel off-site travel by vehicle or air.

**Minimum Qualifications**

- Graduate from an ABA accredited law school.
- Wisconsin licensed attorney in good standing with the State Bar or able to be licensed within 1 year.
- Interest in and familiarity with Tribal and Federal Indian Law.
- Excellent interpersonal and organizational skills.
- Ability to work independently and exercise initiative.
- Skilled in conflict resolution and team building.
- Graduate level proficiency in legal research and writing and strong word processing/computer skills.
- Requires effective presentation, verbal, and written communication skills.
- Must be professional when dealing with parties and the general public.
- Must be able to pass comprehensive background check.

**Preferred Qualifications:**

- Knowledge of Federal, state, and Tribal law, the Constitution and By-Laws of St. Croix Chippewa of Wisconsin, ordinances and codes, and all other laws of the St. Croix Chippewa Tribe.
- Knowledge of Tribal Sovereignty, Ojibwe Treaty Rights, Federal Indian Law, and any amendments and any case law interpreting such acts.
- Experience working with tribal governments.
- Experience with code writing.
- Experience with grant writing.
- Experience as a judicial law clerk, staff attorney, or similar court experience.
- Experience with working with Native American communities

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

|                                  |                                |                               |               |
|----------------------------------|--------------------------------|-------------------------------|---------------|
| _____<br>EEPID                   | _____<br>Employee Printed Name | _____<br>Employee Signature   | _____<br>Date |
| _____<br>Supervisor Printed Name |                                | _____<br>Supervisor Signature | _____<br>Date |

\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.